

JOB OPPORTUNITY
Office of Policy and Management
Connecticut Careers Trainee with a target class of Planning Analyst
Criminal Justice Policy and Planning Division

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 450 Capitol Avenue, Hartford, CT 06106

Job Posting No: 108428 (Please include this number in your cover letter and on your application)

Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m. (40 hours per week)

Salary: \$43,353 with a Bachelor's degree
\$44,920 with a Master's degree

Closing Date: Must be received in this office by close of business (5:00 p.m.) May 29, 2014

The Office of Policy and Management seeks to fill a vacancy in the Criminal Justice Policy and Planning Division, Adult Program Planning and Policy Unit. The intent is to hire a Connecticut Careers Trainee and promote to the target class of Planning Analyst after successful completion of a prescribed training program.

Duties:

- Assist higher level staff in planning and developing interagency initiatives to demonstrate criminal justice system policy objectives with a specialized focus on violent crime, sexual assault crime and domestic violence.
- Participate in drafting statewide implementation plans for federally funded initiatives addressing sexual assault, domestic violence and other violent crime. Develop resource allocation plans based on national and state research.
- Monitor success and challenges in executing plans at the local level as well as at the state-wide level.
- Create and maintain databases to track and assess performance and outcomes.
- Create planning and assessment tools to be used as web-based resources for federally funded grant initiatives.
- Draft the regulations, process and procedures for federal grant funded projects. Evaluate federal grant proposals prepared by state agencies, local governments and private providers.
- Serve as liaison to U.S. Department of Justice (DOJ), Office on Violence Against Women. Monitor compliance with federal mandates affecting multiple state and local agencies and prepare status reports and plans for submission to federal agencies.
- Plan and coordinate forums, hearings and events to allow for public participation in development of statewide priorities and plans.
- Analyze current services, fiscal data and performance measures to identify the most effective and efficient use of state and federal criminal justice funds.

- Pursue federal grant opportunities to develop innovative policies and practices for the criminal justice system response to sexual assault, domestic violence and other violent crime.

Knowledge, Skills and Abilities: Oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgment and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public; ability to utilize computer software.

Eligibility Requirements:

Possession of a Bachelor's or Master's degree at the time of the job offer. The Master's degree must be in planning, public administration or a closely related field.

Note: The filling of this position will be in accordance with reemployment, SEBAC rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit (1) cover letter that describes your interest and suitability for the position; (2) resume; (3) Application for Employment (form CT-HR-12) available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf; and (4) **copy** of educational transcript (please note that the copy of your educational transcript must be submitted with your application and will not be accepted separately). **Do not include your social security number on the Application for Employment form.** Your application will not be considered complete without these four (4) documents. Submit your application to:

**Office of Policy and Management – Human Resources
450 Capitol Avenue
MS# 55ADM
Hartford, CT 06106
Attn: Uma Arun**

Tel: 860-418-6324

NOTE: Applications submitted by e-mail or facsimile will not be considered.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.